

EXHIBITOR DEADLINE CHECKLIST

Use this checklist to stay on track as you prepare for the show. Complete all REQUIRED forms and submit them by the deadline date to ensure your orders are filled and to avoid late fees.

Required Tasks are listed in RED and marked with an asterisk.

DEADLINE	TASK	LINK TO ORDER
08/20/2026	Certificate of Insurance (COI)*	www.exhibitorinsurance.com Email: info@exhibitorinsurance.com +1-905-695-2971 ext. 1101
08/20/2026	Hanging Sign Approval (island booths 400sqft or more)	Email: c.hollister@koelnmesse.us
08/20/2026	Submit Booth Floorplan (if using outside builder)	Email: c.hollister@koelnmesse.us
08/20/2026	Hardwall Booth & Furniture Package Orders	Booth & Furniture Package Order Form
08/31/2026	Company Profile/Upload Logo*	Check your email, or contact c.hollister@koelnmesse.us
09/01/2026	Advance Warehouse - begin accepting freight	https://heritagesvs.com/ordering
09/01/2026	Heritage Custom Orders • Counter & Showcases • Exhibit Rental Display • Signs and Graphics	https://heritagesvs.com/ordering
9/10/2026	Heritage • Accessible Storage • Carpet, Furniture, Accessories • EAC Requirements • Labor (Exhibit, Forklift, Rigging) • Gondolas / Panels • Specialty Furnishings • Third Party Authorizations	https://heritagesvs.com/ordering
09/10/2026	Internet & WiFi Orders Discount Deadline	Internet & WiFi Form Download
09/10/2026	Exhibitor Registration Badges	Check your email, or contact c.hollister@koelnmesse.us
09/16/2026	Exhibitor Catering Orders Due	Catering Menu & Order Form Download
09/19/2026	Electrical Discount Deadline	Electrical Order Form Download
09/22/2026	Advance Warehouse - last day to receive freight	https://heritagesvs.com/ordering
09/28/2026	Freight Accepted at Reliant Center (NRG Center)	https://heritagesvs.com/ordering

*Required Task